

FCC Form

Approval by OMB
3060-0806**470**

Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 5.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before completing.

(To be completed by entity that will negotiate with providers.)

Block 1: Applicant Address and Identifications

(School, library, or consortium desiring Universal Service funding.)

Form 470 Application Number: 467700000390406

Applicant's Form Identifier: RSD.Inetconn.5

Application Status: CERTIFIED

Posting Date: 12/03/2001

Allowable Contract Date: 12/31/2001

Certification Received Date: 12/04/2001

1. Name of Applicant:

ROSEMEAD ELEM SCHOOL DISTRICT

2. Funding Year:

07/01/2002 - 06/30/2003

3. Your Entity Number

143604

4. Applicant's Street Address, P.O.Box, or Route Number**a. Street**

3907 Rosmead Blvd

City

ROSEMEAD

State

CA

Zip Code 5Digit

91770

Zip Code 4Digit

2041

b. Telephone number

ext.

(626) 312- 2900

c. Fax number

(626) 312- 2906

d. E-mail Address

lbronson@rosemead.k12.ca.us

5. Type Of Applicant (Check only one box)

☐ Library (including library system, library branch, or library consortium applying as a library)

☐ Individual School (individual public or non-public school)

☒ School District (LEA; public or non-public[e.g., diocesan] local district representing multiple schools)

☐ Consortium (intermediate service agencies, states, state networks, special consortia)

6a. Contact Person's Name: Dr. Lila Wills Bronson**6b. Street Address, P.O.Box, or Route Number (if different from Item 4)**

3907 Rosmead Blvd			
City ROSEMEAD	State CA	Zip Code 5Digit 91770	Zip Code 4Digit 2041
6c. Telephone Number (10 digits + ext.) (626) 312- 2900			
6d. Fax Number (10 digits) (626) 312- 2906			
6e. E-mail Address (50 characters max.) lbronson@rosemead.k12.ca.us			

Block 2: Summary Description of Needs or Services Requested

7 This Form 470 describes (check all that apply):

- a. ☐ Tariffed services - telecommunications services, purchased at regulated prices, for which the applicant has no signed, written contract. A new Form 470 must be filed for tariffed services for each funding year.
- b. ☐ Month-to-month services for which the applicant has no signed, written contract. A new Form 470 must be filed for these services for each funding year.
- c. ☒ Services for which a new written contract is sought for the funding year in Item 2.
- d. ☐ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

NOTE: Services that are covered by a qualified contract for all or part of the funding year in Item 2 do NOT require filing of Form 470. A qualified contract is a signed, written contract executed pursuant to posting a Form 470 in a previous program year OR a contract signed on/before 7/10/97 and reported on a Form 470 in a previous year as an existing contract.

8 ☐ Telecommunications Services

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

- a. ☐ YES, I have an RFP. Choose one of the following: It is available on the Web at
or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.
- b. ☐ NO, I do not have an RFP for these services.

If you answered NO, you must list below the Telecommunications Services you seek. Specify each **service or function (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Telecommunications Services, and remember that only common carrier telecommunications companies can provide these services under the universal service support mechanism. Add additional lines if needed.**

9 ☐ Internet Access

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

- a. ☐ YES, I have an RFP. Choose one of the following: It is available on the Web at
or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.
- b. ☐ NO, I do not have an RFP for these services.

If you answered NO, you must list below the Internet Access Services you seek. Specify each **service or function (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at www.sl.universalservice.org for**

examples of eligible Internet Access Services. Add additional lines if needed.

10 ☒ Internal Connections

Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?

a ☐ YES, I have an RFP. Choose one of the following: It is available on the Web at
or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☒ NO, I do not have an RFP for these services.

If you answered NO, you must list below the Internal Connections Services you seek. Specify each **service or function (e.g., local area network) and quantity and/or capacity (e.g., connecting 10 rooms and 300 computers at 56Kbps or better). See the Eligible Services List at www.sl.universalservice.org for examples of eligible Internal Connections Services. Add additional lines if needed.**

Service or Function:	Quantity and/or Capacity:
Wireless Lans	Districtwide
Automatic Route Selection	Districtwide
Backup Equipment	Districtwide
Battery Backup	Districtwide
Broadban Amplifier	Districtwide
Bundled Products	Districtwide
Cabinets/Racks	Districtwide
Cable Boxes/Cable Modem	Districtwide
Cabling	Districtwide
CSU/DSU	Districtwide
Client Access Licenses	Districtwide
CODEC	Districtwide
Communications Server	Districtwide
Conduit/Raceway	Districtwide
Connector	Districtwide
Console, PBX/Centrex	Districtwide
Coupler	Districtwide
DIMM	Districtwide
Documentation	Districtwide
Edge Device	Districtwide
Ethernet Cards/NIC	Districtwide
Ethernet Network Module	Districtwide
Faceplate	Districtwide
FRAD	Districtwide
Frame Relays/PVCs	Districtwide
Har* Disk drive	Districtwide
Hub/Switch/Router	Districtwide
KSU/PBX	Districtwide
Laptop Computer	Districtwide
LAN	Districtwide
Maintenance/Technical Support	Districtwide
Media Converter	Districtwide
Modem	Districtwide
Monitor	Districtwide
Multiplexing	Districtwide

Network Interface Device	Districtwide
PC Attendant Console	Districtwide
Power Poles	Districtwide
Power Strips	Districtwide
PBX Printer	Districtwide
PVBX	Districtwide
Rack Mounted Power Strips	Districtwide
RAID	Districtwide
Servers	Districtwide
Server Software	Districtwide
Switchboard	Districtwide
System Improvements and Upgrade	Districtwide
Tape Backup	Districtwide
Terminal Server	Districtwide
Transceiver	Districtwide
TX to FX converter	Districtwide
Uninterruptable Power Supply	Districtwide
Universal Box	Districtwide
Video Equipment	Districtwide
Voice Compression Module	Districtwide
Voice Interface Card	Districtwide
Voice/Fax Network Module	Districtwide
Voice/Video Over IP	Districtwide
Wire and Cable Maintenance	Districtwide
Construction Costs	Districtwide
Contingency Fees	Districtwide
Dark Fiber	Districtwide
Leasing Fees	Districtwide
Per diem	Districtwide
Professional Services	Districtwide
Programming and Configuration	Districtwide
Taxes, Surcharges and Access Charges	Districtwide
Travel Time	Districtwide

11 (Optional) Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the signer of this form.

Name:

Title:

Telephone number (10 digits + ext.)

() -

Fax number

() -

E-mail Address (50 characters max.)

12. ☒ Check here if there are any restrictions imposed by state or local laws or regulations on how or when providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or give Web address where they are posted.

CMAS Vendors Only

13. (Optional) Purchases in future years: If you have plans to purchase additional services in future

years, or expect to seek new contracts for existing services, summarize below (including the likely time-frames).

Block 3: Technology Assessment

14. ☐ **Basic telephone service only:** If your application is for basic local and long distance voice telephone service only, check this box and skip to Item 16.
15. Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.
- a. Desktop communications software: Software required ☒ has been purchased; and/or ☐ is being sought.
- b. Electrical systems: ☒ adequate electrical capacity is in place or has already been arranged; and/or ☐ upgrading for additional electrical capacity is being sought.
- c. Computers: a sufficient quantity of computers ☐ has been purchased; and/or ☒ is being sought.
- d. Computer hardware maintenance: adequate arrangements ☐ have been made; and/or ☒ are being sought.
- e. Staff development: ☐ all staff have had an appropriate level of training or additional training has already been scheduled; and/or ☒ training is being sought.
- f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

Block 4: Recipients of Service

16. Eligible Entities That Will Receive Service:

Check the ONE choice that best describes this application and the eligible entities that will receive the services described in this application.

You must select a state if (b) or (c) is selected: **CA**

a. ☐ **Individual school or single-site library:** Check here, and enter the billed entity in Item 17.

b. ☐ **Statewide application (check all that apply):**

- ☐ All public schools/districts in the state:
☐ All non-public schools in the state:
☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ If checked, complete Item 18.

c. ☐ **School district, library system, or consortium application to serve multiple eligible sites:**

Number of eligible sites	6
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
626	286, 287, 312, 442, 443, 553, 614
If your application includes INELIGIBLE entities, check here. <input type="checkbox"/> If checked, complete Item 18.	

17. Billed Entities

Entity Name	Entity Number
ROSEMEAD ELEM SCHOOL DISTRICT	143604

18. Ineligible Entities

Ineligible Participating Entity	Entity Number	Area Code	Prefix
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Block 5: Certification**19. The applicant includes: (Check one or both)**

- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the Elementary and Secondary Education Act of 1965, 20 U.S.C. Secs. 8801(14) and (25), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to) elementary and secondary schools, colleges and universities.

20. All of the individual schools, libraries, and library consortia receiving services under this application are covered by:

- a. ☐ individual technology plans for using the services requested in the application
- b. ☒ higher-level technology plans for using the services requested in the application
- c. ☐ no technology plan needed; application requests basic local and long distance telephone service only.

21. Status of technology plans (if representing multiple entities with mixed technology plan status, check both a and b):

- a. ☒ technology plan(s) has/have been approved by a state or other authorized body.
- b. ☐ technology plan(s) will be approved by a state or other authorized body.
- c. ☐ no technology plan needed; application requests basic local and long distance telephone service only.

22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other

thing of value.

23. ☒ I recognize that support under this support mechanism is conditional upon the school(s) or library(ies) I represent securing access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to use the services purchased effectively.

24. ☒ I certify that I am authorized to submit this request on behalf of the above-named entities, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

25. Signature of authorized person: ☒

26. Date (mm/dd/yyyy): 12/04/2001

27. Printed name of authorized person: Dr. Lila Wills Bronson

28. Title or position of authorized person: Director of Technology

29. Telephone number of authorized person: (626) 312 - 2900 ext. 256

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ROSEMEAD DISTRICT EXHIBIT 4

05/29/02

Ms. Laura Ransegnola
SLD, PIA Selective Review
80 S. Jefferson Road
Whippany, NJ 07981

Dear Ms. Ransegnola:

The intent of this letter is to provide the clarification requested on the first half of the Item 25 certification review, or the "Information Regarding the Competitive Bidding Process and Vendor Selection".

I will restate the Six Different areas of review and then follow with the District's response to each area or site additional attachments.

1. Please provide signed and dated copies of all contracts relating to your Funding Year 5 Form (s) 471. If contracts are not provided, please explain why you have not provided them. If the price on the contract is different from the pre-discount price on your Form(s) 471 please explain the difference and account for the difference. (For example, if the dollar amount on the contract is higher than the dollar amount on your Form(s) 471 indicate which services have been backed out, if that is the case. If the dollar amount on the contract is lower than the dollar amount on your Form(s) 471, explain why.)

Please see the attached contracts in Section 1.

Contracts are not supplied for:

- 1) Pacific Bell Local Telephone Service – we are charged the Tariff Rates for Local Telephone Service on an ongoing month to month basis.
- 2) AT&T Long Distance – we are charges the Tariff Rate for Long Distance Service.
- 3) SBC/Pacific Bell Data Circuits/T1's – we will be charged the Tariff Rates for these circuits on an ongoing month to month basis.
- 4) Nextel Wireless – We are charged on a month to month basis for this service.
- 5) Soft Arc aka Centrinity as under local procurement procedure, no contract is needed for month to month Internet data circuit access.
- 6) SBC DataComm is a CMAS contractor and was awarded the contract under those terms.
- 7) Pac Bell Internet- as under local procurement procedure, no contract is needed for month to month Internet access.

2. Please provide a copy of all requests for proposals (RFP's, invitation to bid, request for bids, etc.) or other documentation of bid requests for services/products requested on each Form 471. You do not need to provide copies of Form(s) 470 that were posted to the website. If RFPs are not provided, please explain why you have not provided them.

Please reference Section 3- Bids/RFPs

Telecomm Services –

- 1) Local Telephone - No RFPs were provided. The local incumbent telecommunications provider, Pacific Bell, was selected and Tariff rates are paid.**
- 2) Long Distance – No RFPs were created. The Business Office selected AT&T as the provider and Tariff Rates are paid. This is the incumbent provider of long distance service to the District.**
- 3) Data Circuits (T1s) – No RFPs were created. The local incumbent telecomm, Pacific Bell that has been providing telecommunications service to the District under Tariff rates was selected, as these services are also Tariff.**
- 4) ISP service – No formal RFP was created. The District will either use the County Office of Education or Pacific Bell Internet or a combination of these providers to provide Internet Service to the District. Local procurement procedures does not require a formal RFP for this service.**
- 5) Nextel Wireless – No RFPs were created. This service is selected by the District Business Office and no formal RFP is required for this service type under local procurement code.**
- 6) SoftArc (E-mail Service) – Several other email vendors were investigated (i.e Echalk, gaggle.net) but under local procurement code, a formal RFP, other than the 470 was not required.**
- 7) Cabling Service (Ocean Park) – Include RFP.**
- 8) Electronics (SBC) – No RFP was created. Rosemead Elementary School District utilized the California Multiple Award Schedule (CMAS) as the procurement vehicle. CMAS is a pre-negotiated and competitive “master agreement” by the California Department of General Services, Procurement Division. This effectively streamlines the procurement cycle for State and Local Government Agencies as the competitive bidding process has already taken place.**
- 9) Other Internal Connections (Spectrum Communications) – No RFP was created. Rosemead Elementary School District utilized the California Multiple Award Schedule (CMAS) as the procurement vehicle. CMAS is a pre-negotiated and competitive “master agreement” by the California Department of General Services,**

Procurement Division: This effectively streamlines the procurement cycle for State and Local Government Agencies as the competitive bidding process has already taken place.

Please Note:

School Districts are allowed to piggyback with CMAS to procure products and services (Public Contract Code sec. 10299) from the vendor that provides the "best value". Spectrum Communications has been selected by Rosemead Elementary School District based upon the following criteria:

- They have successfully completed several Information Technology Projects for surrounding School Districts in the past, with minimal change orders.
- They have exceeded expectations above and beyond the requirements of the Scopes of Work.
- They have provided valuable assistance with project management with no additional cost to the Rosemead Elementary School District.
- Any and all disputes and dissatisfaction has been resolved with minimal resource impact to the neighboring School Districts.
- They have intimate and detailed knowledge of Rosemead Elementary School District's Information Technology Network and function as a partner with the District and not just another vendor selling goods.
- Spectrum Communications is a qualified CMAS supplier.

3. Please provide complete copies of all bids that were received.

Please see the attached bids in Section 3.

4. Please provide complete documentation indicating how and why you selected the service provider(s) selected. This documentation should include a description of your evaluation process and factors you used to determine the winning contact(s).

1. Telecomm Services – Incumbent providers were selected, by the District Business Office.

2. Internet Service – Rosemead Elementary School District selected both LACOE and Pacific Bell Internet to provide Internet Access to the District. The county office currently supplies the District's Internet Service and Pacific Bell is the offering by our local telecommunications carrier. These are both selected due to ease of billing, technical efficiency, and other business parameters. SoftArc, aka

Centrinity was selected as they offer an email package to the District that meets all the technical requirements necessary.

3. Internal Connections – SBC Datacomm was selected as they provided the District with a proposal to upgrade the equipment purchased last year from SBC. They are the current incumbent provider of Data Electronics. Ocean Park Telecomm was selected using the tradition 3 bid process. They were the lowest responsible bidder(Please refer to attached documentation)

4. Internal Connections(Spectrum Communications) – Spectrum Communications was selected by Rosemead Elementary School District under the CMAS procurement program and other applicable procurement codes. Spectrum Communications provides the most cost-effective product, with the least amount of hassle, and exceeds District requirements for Information Technology projects. Spectrum Communications understands the Business Operations of Elementary School Districts, due to the many years that this vendor has been successfully utilized for Information Technology Projects. It is allowable under California Public Contract Code for Rosemead Elementary School District to select Spectrum Communications under the CMAS agreement without further competitive bidding.

Please Note:

As Rosemead School District is a member of a 19 District Educational Technology Consortium, we meet monthly to discuss technology planning, ERATE and grant funding proposals, staff development planning, vendor selection criteria, network operations, staffing and other pertinent issues. This forum has been an invaluable resource to me as a Technology director to make the appropriate recommendations regarding vendors and other technical matters with regard to ERATE.

5. Please provide a copy of the consulting agreement(s) related to the planning, implementation, and support of your E-Rate funding request(s). N/A

Rosemead Elementary School District has not, and does not have paid consultants related to E-Rate. The District may request vendor assistance with the E-Rate processes and procedures where it is allowable and necessary (such as providing information related to technical parameters, quotes, etc.), but the District takes sole responsibility for the entire E-Rate process from planning, to implementing, and supporting the E-Rate funded requests.

6. Please provide a copy of all correspondence between your service providers and consultants and the school regarding the competitive bidding process and the application process.

Please see the attached correspondence in Section 9.

Ms. Ransegnola, I sincerely hope that the information provided is sufficient for your review and use. If it is not, please do not hesitate to contact me further. I am also including the other required sections (Fax Back pages, resource plan, implementation plan, budget documentation, tech plan, etc.), for Part II of this review. Rosemead Elementary School District appreciates all the assistance that the SLD has provided for technology through the E-Rate program.

Thank-you!

Sincerely,

Dr. Lila Wills Bronson

Dr. Lila Wills Bronson
Director of Special Projects and Technology
Rosemead Elementary School District
3907 Rosemead Blvd.
Rosemead, CA 91770
(626) 312-2900
lbronson@rosemead.k12.ca.us

Fax Back Page 2: Resource Plan

A. Financial

Rosemead School District has been successful in obtaining technology funding and resources from programs other than E-Rate. Some, but not all of the programs, that have been utilized by the District for Technology Related Projects are as follows:

Technology Literacy Challenge Grant Part A: This grant provided Rosemead School District with funds to develop our technology plan. The goal of this program is to develop long range plans for implementing technology in 5 areas: a) Integration of Technology into the Curriculum, b) Professional Development, c) Technology Infrastructure, Hardware, Technical Support and Software, d) Funding and Budget, e) Monitoring and Evaluation. This grant provided \$10,000 for the 2001-2002 school year, but was a continuation of work that had begun the previous year with the District Technology Committee. Subcommittees were formed in each of the five areas and Technology committee members worked diligently to develop action plans in each area. A draft of the revised plan has been submitted to the California State Department of Education for approval but a previous version of the Technology Plan has been approved for E-rate guidelines in July, 2002.

Measure RR: In 2002, the voters living within the District's boundaries approved a Bond Measure for 30 million dollars. As of May, 2002, the Rosemead School District has sold the first 8 million issuance and will continue to issue bonds over the next eight years to complete the reconstruction program at all schools. This money is earmarked to build several new classrooms, and also to pay for capital improvements at each of the District's five school sites. These capital expenditures will include things like electrical upgrades and other construction costs. Roughly \$4.5 million has been earmarked for site improvements and upgrades (electrical work) as well as a portion of the District's E-Rate match as well as other excluded networking improvements at all school sites. Future bond issuances will be used for the improvement of existing instructional spaces to accommodate the needs of the educational program and to take advantage of technology currently being installed or applied for.

ESEA reauthorized as No Child Left Behind (2002-2012); School Improvement Programs, The Rosemead School District is also the recipient of funding under the Federal Elementary and Secondary Schools Act, also know as the No Child Left Behind Act Titles Program. The funding from this program can be utilized for expenditures related to, but not supported by, E-Rate such as professional development, end-user application software purchases, curriculum development, computer and network purchases etc., provided that they are identified as expenditures that will remediate identified learning deficits according to the School Improvement Plan. Rosemead School District is conducting strategic planning by utilizing a consultant and has also convened an Accountability Task Force with membership from the District and school sites to rewrite School Plans and reevaluate the impact of supplemental programs on increasing student achievement. The role of technology is being heavily considered as a means of individualizing instruction and enhancing curriculum delivery to students.

AB 1339, Knox Bill- Rosemead School District has applied and will continue to apply for money from the State of California under this bill. This particular State grant provides up to \$20/per student based upon ADA (average daily attendance) for grades 4-8 if the school has a computer/student ratio of 1:10. The intent of these funds is to provide training for the instructional staff on integrating technology into teaching in accordance with an approved technology plan. We anticipate that we will receive an additional \$31,000 this next year.

Prior E-Rate Discounts: Rosemead School District has received a total of \$1 million dollars in E-Rate matching funds during program years 2, and program year 4. With these funds we have been able to cable each of the schools and to build a high quality network capable of voice, video and data delivery.

Rosemead School District intends to utilize the E-Rate program to augment the other funding pools available, and to maximize the amount of technology infusion into the classroom. The E-Rate program funds/savings will allow the dollars to be spread further, and allow the District to acquire and/or lease items such as High Capacity Circuits and upgraded network equipment to further the goals of the District's Technology Plan.

B. Retrofitting –Rosemead School District is currently applying for state modernization funds as well as the federal QZAB bond program as an additional way to finance retrofitting of classrooms, asbestos abatement, HVAC and electrical upgrades but it is uncertain as to whether this funding will be forthcoming at this time due to California's budget crisis and the QZAB lottery process. Nonetheless much of retrofitting and technology upgrading that is being done is paid for out of the Measure RR, a 30 million dollar Government Obligation bond approved by the Rosemead School District voters in 2000.

C. Technology Investment

Rosemead School District has purchased approximately 300 computers this fiscal year, and this brings the total number of useable computers District-Wide to 930. Additionally, Rosemead School District is planning to add an additional number of classroom computers to the network next year. The total amount of new computers is projected to be 100. Since the District Technology Committee was reconvened last year, there has been a concerted effort to upgrade and replace older model computers, servers and network equipment in order to maximize the implementation of the District's Technology Plan. We have replaced and/or added over 50% of the district's current technology equipment in the last 3 years.

As part of this year's ERATE 4 project, we are installing and upgrading all aspects of the LANs and WAN throughout the district. Each school, except for the one for which we are applying this year, Shuey School, is receiving a 4006 Cisco network switch at the MDF and 3524 Cisco switches at each IDF in addition to video content distribution managers and at least one web server at each site. At the District office, we currently have a Cisco 4006 network switch and a Cisco 7206 router configured on the WAN.

Rosemead currently has five schools connected to the Internet via a T1 line. The District is planning to upgrade to a larger capacity circuit (DS3) and to add additional T1 lines at each site

as the need for this bandwidth grows. The District also plans to connect to the "Digital California Project" (DCP) this year, which is the State provided high speed Internet dedicated for Education. This will connect K-12 schools together with Community Colleges and University's state-wide. This will allow the District to share resources (lesson plans, best practices, etc.) with other schools throughout California).

D. Professional Development

Rosemead School District plans to have at least one "Technology Mentor" at each school site to help with the integration of technology into curriculum and instruction. We currently have several part time technology mentors who are released from classes or assigned to help with technology integration at multiple sites as part of their regular assignment. Specialized training is offered to the tech mentors as an additional incentive.

Additionally, Rosemead School District leverages the Los Angeles County Office of Education, CTAP (California Technology Assistance Project) training opportunities and ED Tech Consortium resources to provide the instructional staff with ongoing and continuous professional development in technology. The average number of hours that each teacher receives is 5-20 hours of support but this figures varies according to ability, interest and schedule.

E. School Technology Staff

Rosemead School District has a total of three District staff related specifically to Technology. This staff consists of the following:

Title	Salary Range	Responsibility
Technology Director	\$87,976-\$93,328	Overall planning, strategy, funding methods, etc.
Network Systems Support Technician	\$39,384.-\$50,388.	Ongoing maintenance and support of District Wide-Area Network. Repair of computers, printers, etc.
Student Database Technician/ Computer Operator	\$29,268-\$37,452.	Maintenance of Student Information System Records Database.

Additionally each piece of new hardware (server, computer, printer, network component) comes with a standard manufacturer's warranty and for the equipment no longer covered by this warranty, the District seeks additional warranty coverage and support, including 3 year warranties on all computers purchased in the District.

ROSEMEAD SCHOOL DISTRICT
Rosemead, California

Administration

Director
Coordinator of Special Projects and Technology

Brief Description of Position

Under the supervision of the Superintendent, this position is responsible for state and federal categorically funded programs.

Major Duties and Responsibilities

1. Complies with federal and state guidelines in planning, developing, implementing and evaluating categorical programs.
2. Monitors progress of programs and their evaluation.
3. Responsible for coordination of the fiscal management of categorical programs and budget.
4. Provides leadership to project personnel in identifying school needs and determining objectives.
5. Coordinates staff development for project staff and eligible parents.
6. Provides leadership and works cooperatively with District Community Advisory Committees, School Advisory Committees, School Site Councils, English Language Learners Advisory Committee, and concerned community groups.
7. Serves as advisor to school principals, other staff members and curriculum committees.
8. Disseminates information regarding categorical programs to Board of Trustees, staff, parents and community.
9. Assists in the development of district policies relating to, but not limited to personnel, management, curriculum and budget.
10. Assists with selection of program personnel.

ROSEMEAD SCHOOL DISTRICT

CLASS TITLE: NETWORK SYSTEMS SUPPORT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Coordinator of Special Projects and Technology, install, maintain and support microcomputers, Rosemead School District's WAN (Wide Area Network) operations, Local Area Networks (LANs), educational technologies, student information system, communications hardware, telecommunication, LANs, and a variety of software applications; identifies areas of operation which need upgraded equipment, such as modems, multiplexers, routers, hubs, gateways, fiber optic cables, telephone wires; coordinates the use of personal computers as they are used in the operational network; assist with the coordination of the District's computer information function and provide technical assistance to District personnel.

REPRESENTATIVE DUTIES: Duties may include, but are not limited to:

Install, maintain and support microcomputers, Local Area Networks (LANs) and WAN (Wide Area Network, educational technologies, student information systems communications hardware and a variety of software applications and provide user support

Assist with the planning and coordination of the District's student information and computer operation functions as they relate to District microcomputers and related software applications; provide technical assistance to District personnel concerning hardware and software operation and use as requested

Design, implement and maintain network components, data communication protocols, network equipment range usage and other network application system particulars

Evaluate, prioritize and coordinate requests for service; assist District users in resolving system and program concerns and issues

Analyze the capabilities of existing hardware, communication equipment, and software and recommend changes to maintain the network at optimal level; formulate operational designs of a creative and innovative nature for the development and maintenance of networks

Install, maintain and provide user support related to a variety of software applications; provide training in application operation and provide technical information and assistance as requested

Devise and implement strategies for connection of independent networks through the use of routers, bridges and gateways; review technical specifications for the telecommunications equipment and software proposals; evaluate new applications to determine their effect on existing applications and production

Study the integrity and security of data in order to establish system configurations; monitor systems to support and control network traffic; prepare and update operations procedure manuals, update operations procedures, and train users regarding changes to the relevant LAN or WAN

Install, connect and maintain educational technology hardware and software, including CD-ROM, TV, VCR and computers; provide user support

Contact and communicate with computer hardware and software suppliers to obtain product and pricing information for computers, peripheral equipment and other hardware and software applications; contact hardware and software manufacturers to obtain product assistance

Perform data entry and information processing operations; update and maintain District student files and database as required

Operate a variety of microcomputers, electronic meters and hand tools; operate a District vehicle to transport equipment and to conduct work at various District locations

Requisition and maintain an adequate inventory of computer supplies, network equipment and parts

Perform related duties as assigned

KNOWLEDGE OF:

Technical operation of a variety of microcomputers, MAC, Windows NT and, Linux operating systems, peripheral equipment, student information systems, and communications hardware

Operation of a variety of software applications used by the District

Training principles and techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Local and Wide Area Network design, concepts and operations

Web, file, domain name, proxy, and e-mail server management

Network component configuration (routers, switches, hubs)

Hardware and software problem diagnosis and resolution

Creating and configuring network user accounts

Data backup and storage

Internet filtering solutions

TCP/IP and AppleTalk network protocols

ABILITY TO:

Install, maintain and support microcomputer, LANs, WAN, educational technologies, student information system, communications hardware and a variety of software applications

Assist with the coordination of the District's student information system and provide technical assistance to District personnel

Read, understand and apply technical and complex documents

Learn and apply new concepts in computer and network systems

Update and document procedures

Work with users at various levels of expertise

Establish and maintain cooperative and effective working relationships with others

Understand and follow oral and written directions

Plan and organize, prioritize and schedule work

Meet schedules and time lines

Analyze situations accurately and adopt an effective course of action

ABILITY TO: (continued)

Maintain current knowledge of technological advances in the field
Communicate effectively both orally and in writing
Observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Completion of an Associate in Arts or Associate in Science degree with a major in Computer Science, or related major or three years experience with network operations, and microcomputer hardware and software applications, including spreadsheets, word processing, database management systems, server software and hardware or vocational level training in electronics.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, peripheral equipment and standard office machines, sitting or standing for extended periods of time, reaching overhead, above the shoulders and horizontally, hearing and speaking to exchange information and provide training to others, moderate lifting of objects 15 - 44 pounds, and bending at the waist.

EMPLOYMENT STATUS - Bargaining Unit Position

SALARY RANGE 30

Rosemead School District

COMPUTER OPERATOR

BRIEF DESCRIPTION OF POSITION

Maintain and operates all data processing hardware and software regarding attendance accounting, scheduling and grade marking at the District Office level.

DIRECTLY RESPONSIBLE TO

Business Manger

MAJOR DUTIES AND RESPONSIBILITIES

Operates a mid-size level computer system (e.g., IBM AS/400).

Monitors system performance.

Insures that input data is entered as required.

Monitors messages and reacts according to directions from system software or applications programs.

Observes system operations and determines whether programs appear to be operately correctly.

Analyzes and troubleshoots problems and takes corrective action on the system and school site computer equipment connected to the local area network.

Maintains records regarding problem documentation and actions taken, and system backup.

Develops and performs procedures required for systems backup and recovery.

Insures that the bridges (personal computers) are operational so that communications between the school sites and the district office remain open.

Executes application programs in the following modules: grade reporting, scheduling, daily attendance, and period attendance, etc. in order to produce student schedules, student grade cards, attendance sheets, and monthly attendance reports.

Performs system and application updates and upgrades to the AS/400 system as well as school site computers.

Acts as a liaison between the District and school sites.

This list of major duties and responsibilities is not exhaustive and may be supplemented as necessary.

Computer Operator (Continued)

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent.

Skills: Type accurately at the rate of 40 words per minute from clear, legible copy.

Entry level knowledge of the operation of a mid-sized computer system (e.g. AS/400).

Basic knowledge of DOS.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light physical demands, limited lifting, carrying, pushing or pulling of office equipment and objects.

EMPLOYMENT STATUS

Bargaining Unit Position

SALARY RANGE

Range 18

Fax Back Page 3: Implementation Plan

Rosemead School District has several goals that are outlined within the Districts Technology Master Plan. It is the intent of the District to meet these goals using not only E-Rate discounts but other funding methods as well.

The District will complete Phase 1 of the Technology Master Plan by September, 2002, which was to have at least one Network Drop/Connection for every classroom to allow the teachers to connect to the Internet. Additionally, the District has several technology labs, and Network Connections within the School Site Libraries. Lastly, as part of Phase One, the District ensured that building requirements, such as electrical capacity was adequate for the one data connection per classroom.

The District will begin Phase 2, or adding additional drops to new classrooms for student connections as well as additional networked computers in the various technology labs and classrooms throughout the District during the next academic year (2002-2003). Additionally, the District is exploring the use of wireless LAN's for things like mobile multimedia instruction carts. We are installing a video distribution network which has the capacity to link to educational programming via satellite and distributed network services at the Los Angeles County Office of Education. Rosemead School District also intends to connect to the Digital California Project (DCP), which is the State Educational Network. This will allow the sharing of Best Practices in Curriculum and Instruction as well as delivery of cutting edge instructional aides. The addition of networked computers, video distribution equipment, and the cutting edge Internet tools mandates that Rosemead School District upgrade the current cable plant, network electronics, as well as Telecommunication Backbone Circuits.

The upgraded network will also allow more parent, business, and community involvement in the instruction of our students. The goal is to use the Technology to help provide our students will applicable skills based upon real-world experiences. This will be combined with the traditional curriculum of Reading, Writing, and Arithmetic. Every effort is being made to align programmatic goals and resources from state and federal school improvement projects with those that the technology master plan encompasses so that Rosemead students' academic achievement will increase.

ROSEMEAD DISTRICT EXHIBIT 5

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ne: (626) 312-2900

AMY ENOMOTO-PEREZ, Ed.D., Superintendent



Fax: (626) 312-2906 Administrative Office
Fax: (626) 312-2907 Business Office
Fax: (626) 312-2913 Special Education Office
Fax: (626) 312-2918 Child Development
Fax: (626) 312-3814 Pupil Personnel

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SANDRA MARTINEZ
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CHARLES LYONS

September 25, 2002

Mr. Michael Deusinger
USAC-Schools and Libraries Division
Selective Review
100 S. Jefferson Road
Whippany, NJ 07891

Dear Mr. Deusinger,

This letter is in response to your fax dated 9/17/02 regarding Case SR-2002-143604, the selective review for the Rosemead School District's ERATE Yr. 5 application. You requested information in several areas, which have been addressed comprehensively in the recently state, approved District technology plan (7/19/02) and the 2002-2003 district budget (approved 6/27/02). They are being sent as an enclosure with this letter along with other critical documentation. The key points of those documents will be summarized in this letter along with critical information about our technology implementation plans.

Professional Development (See Documentation and Tech Plan)

The current technology plan was written over a two-year period with input from representatives from each site. Last year (2001-2002) a subcommittee was formed to develop goals, objectives and a professional development calendar to meet the needs of Rosemead District staff as indicated by the CTAP2 Technology Proficiency survey administered in March 2002 to 131 teachers, administrators and multimedia aides. Those results have been incorporated into a plan, which are designed to advance the staff's technology capacity as measured by the Staff Technology Proficiency Matrix. (See District Technology Plan Goal #2, pp.13-18) In addition, 4 of our 5 schools have received technology staff development grant funds for 4-8 staff for a total of \$41,000 for the 2002-2003 school year. The resources and strategies to implement the ERATE, tech plan and associate technology grants are indicated below:

- Training staff includes the designated site technology leaders, multimedia aides, librarians, technology director, network administrator, County Office and Consortium representatives as well as paid consultants.
- Instructional staff are given opportunities to attend outside conferences, workshops and seminars to advance their technology skills which are paid out of categorical program funds as indicated by their site School Improvement Plans.
 - Annual Computer Using Educators Conferences May- Anaheim, Ca.)
 - Annual Computer Using Educator's Affiliate conferences (Feb, March)